

NEW CMS ACCOUNT REQUEST FORM

Please complete this form and fax to: 602.542-2008 - Attn: Juanita Hernandez, or by mail to:
ADOA / ISD Front Desk – Attn: Juanita Hernandez
100 North 15th Avenue, Suite 400
Phoenix, AZ 85007

END-USER LICENSE AGREEMENT FOR AZDOA.gov Content Management Systems

IMPORTANT-READ CAREFULLY: This End-User License Agreement for AZDOA.GOV ("EULA") is a legal agreement between you (either an individual or a single entity) and the Arizona Department of Administration ("ADOA") that covers AZDOA.GOV websites and supplemental information that ADOA has made available online. By copying, downloading, accessing or otherwise using any part of AZDOA.GOV Content Management System ("CMS"), you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not use or access any part of the ADOA CMS. This EULA does not grant you any other rights but for the ones contained herein.

AZDOA.GOV CMS ACCESS LICENSE

AZDOA.GOV is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties.

GRANT OF LICENSE: This EULA grants you the right to use the AZDOA.GOV CMS only for its intended purpose.

RESERVATION OF RIGHTS: All title and copyrights in and to AZDOA.GOV are owned by ADOA. All rights not expressly granted are reserved by ADOA. In particular, this EULA does not grant you any rights in connection with any trademarks or service marks of ADOA or its suppliers.

TERMINATION: Without prejudice to any other rights, ADOA may terminate this EULA if you fail to comply with the terms and conditions of this EULA.

Individuals who have access to the AZDOA.gov CMS are prohibited from the following:

1. Revealing AZDOA.gov portal data to any persons who have not been specifically authorized to receive such data.
2. Attempting or achieving access to AZDOA.gov portal data not specifically related to their mandated job duties.
3. Entering/altering/erasing AZDOA.gov portal data for direct or indirect personal gain or advantage.
4. Entering/altering/erasing AZDOA.gov portal data maliciously or in response to real or imagined abuse, or for personal amusement.
5. Using another person's personal AZDOA.gov portal password.
6. Revealing their personal AZDOA.gov portal password to another person.
7. Asking another user to reveal a personal AZDOA.gov portal password.

EMPLOYEE: My signature below confirms that I received approval from my supervisor to modify content at the Access Location listed below and that I have read this form and accept responsibility for adhering to this policy. Failure to sign this statement will mean that I will be denied access to the AZDOA.gov CMS and all data contained therein.

SUPERVISOR: My signature below confirms that I have authorized the employee to modify content at the Access Location listed below and that I have discussed this statement with the Employee and am satisfied that the Employee understands and accepts his/her responsibility for adhering to this policy.

ADOA requires all information in bold to establish an AZDOA.gov account. Upon receipt of a completed signed application by fax, an email will be sent to the applicant with logon instructions and credentials.

Last Name	First Name	Middle Initial
Email Address	Employee EIN	Phone Number
Agency Name	Division / Workgroup Name	
Access Level (See next page for descriptions)	Access Location URL (See next page for descriptions)	
Supervisor Name	Supervisor Email Address	
Supervisor Signature	Date	
Employee Signature	Date	

AZDOA.gov CMS Access Levels

Level 1
<ul style="list-style-type: none"> Content Provider – This access level can create content in authorized areas, but does not have the authority to approve content for publishing to the public site. Content must first be submitted for review to a Level 2 Content Reviewer or Level 3 Content Administrator. Making changes to any previously approved content will require items to be re-approved by a designated Content Reviewer or Content Administrator.
Level 2
<ul style="list-style-type: none"> Content Reviewer – This role can edit and approve pending content in authorized areas but cannot create new content. Content Reviewers also have the ability to reject items and send them back to authorized Content Providers for changes. At least one Content Reviewer or Content Administrator must be designated to approve content for publishing.
Level 3
<ul style="list-style-type: none"> Content Administrator – This role includes all level 1 and level 2 permissions. Content Administrators have the ability to publish content that they create, as well as approving content from Level 1 Content Providers working in the same Access Location (See below). This role is best used in areas where only one person is responsible for adding and approving content for their Access Location.

AZDOA.gov CMS Access Location URL Description

An Access Location URL is the web address of a location in the AZDOA.gov Portal that the user is requesting access to modify content in. An example Access Location URL of a user that has access to modify all content for the Information Services Division would be entered as:
http://www.azdoa.gov/isd
An easy way to obtain the correct Access Location URL is by using a web browser to visit the AZDOA.gov portal, navigating to the area user is requesting authorization for, and copying the URL listed in the browser address bar.

Any questions or comments regarding this EULA can be sent to webmaster@azdoa.gov